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MAJOR WORK PERFORMED AND PROCEDURES OF THE CAREER SERVICE UNIT OF THE

ADMIN/ SE

This unit and the functions performed therein came into existence in December 1952 with the advent of the Career Designation Project and the overall Agency Career Service Program. Major functions of the Unit are described in chronological order.

Function 1. Career Designation Project.

Based on general Career Service criteria assigned a career designation to all SE employees, clearing with appropriate Division and Staff chiefs for confirmation and resolution of questionable cases. Advised Personnel Office, DD/A of SE's careers designation data and prepared a Wheelbox file for maintaining current career designation data (card in Wheelbox file shows name, employee file number, slot number and career designation). This function required considerable work initially but future time spent should be negligible.

Function 2. Personnel Evaluations Program.

Receives PER Record and Routing Slip from PDC showing name of employee, job title, grade, type of PER evaluation (initial or annual) and deadline for return of PER Form to Personnel Office, DD/A. Makes out two copies of the PER recording above information on the first few lines of the PER form; transmits PER forms and routing sheets to appropriate element of SE for necessary evaluation and advises supervisor as to proper interpretation of the more important headings; maintains current status of all PER Record and Routing Sheets received and maintains liaison with division operating components to expedite action and adhere to suspense dates indicated; upon receipt of accomplished forms from operating units, reviews for general adherence to guide lines and discusses extreme evaluations with appropriate supervisors attempting to obtain a standard interpretation for the major items; forwards one copy of completed form to appropriate career service board and the other to Personnel Office, DD/A. (Present work load on this function about 25-30 a month).

Function No. 3. Developing a Division program to comply with [REDACTED] concerning re-assignment of Field personnel, dated 13 March 1953.

Briefly, this CSI directed Area Division chiefs to ensure that appropriate records regarding re-assignment data are required (effective date O/S tour starts and "due back" dates); that field stations are queried 120 days before tour is completed; that plans for re-assignment are coordinated with CSB and that such plans are submitted to CSB at least sixty days prior to individual's return to Z 1. SE has prepared a plan and sent to the field

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outlining the type of information required for this purpose and manner by which the Field should submit such data. Also developed a Wheelindex to forecast rotation dates of O/S EE personnel. The Personnel Officer handling this function visited field to discuss and coordinate elements of plan.

Function No. 1. Servicing EE Personnel Promotion Board and performing liaison with the working level of FI, PP and PM Career Service Boards. (Also occasionally with Commo, OOI and OSI Career Service Boards).

Responsible for processing all promotion actions. Recommendation is received, logged in and sent to [REDACTED] for preparation of SF-52, returned to Career Service Unit EE Personnel which reviews for time in grade, general qualifications, and discusses questionable cases with appropriate desk chief; prepares Personnel Data Sheet, DD/P Form 59-14, and Memorandum comment for signature of [REDACTED] and forwards to EE Personnel Board (consists of Chief and Deputy EE Chief PR&PT EE Admin Chief and [REDACTED] Chief. This Board meets twice monthly). EE Personnel Board indicates its comment on Personnel Data Sheet. (Note: Only GS-6 and above go to EE Personnel Board.) Action papers then go to appropriate Career Service Board for recommendation; thence to Personnel Office, DD/A for finalization. It may be noted that the EE Personnel Board does not review all personnel actions, confining its actions in the main, to all promotion actions of GS-6 or above. It does however, review all appointments, transfers, re-assignments and separations of key personnel. Personnel/EE advises field of status of promotion requests at regular intervals and handles many actions between Career Service Boards and Personnel Office, DD/A. (Note: Usual time for promotions six months ago was four to five months - now cut to five weeks). Note: There are also Personnel Boards in the [REDACTED]. All actions originating in the field come through these boards with the exception of those originating in [REDACTED] which, because of the relatively small number concerned, come in directly to EE Division.

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